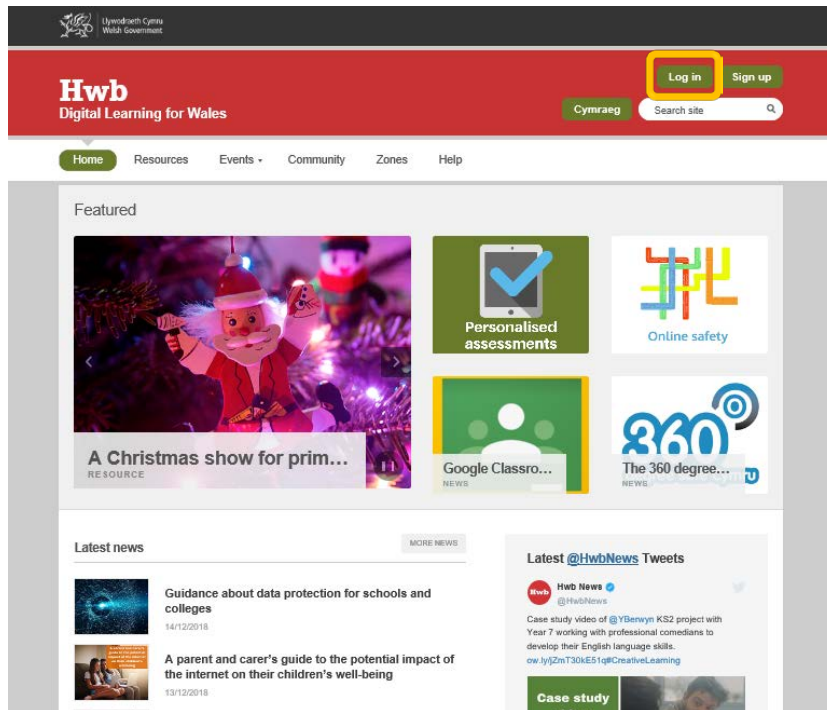
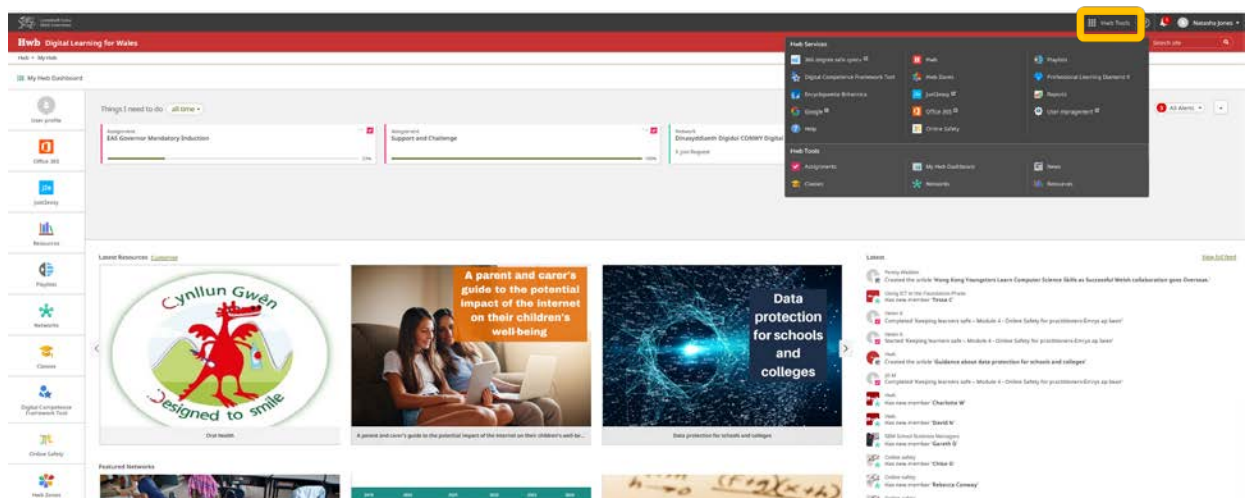


Using Hwb Email

1. Open up a web browser such as Internet Explorer, Edge, Chrome or Safari
2. Enter the following address into the browser : <https://hwb.gov.wales/>
3. Click the button highlighted to log in

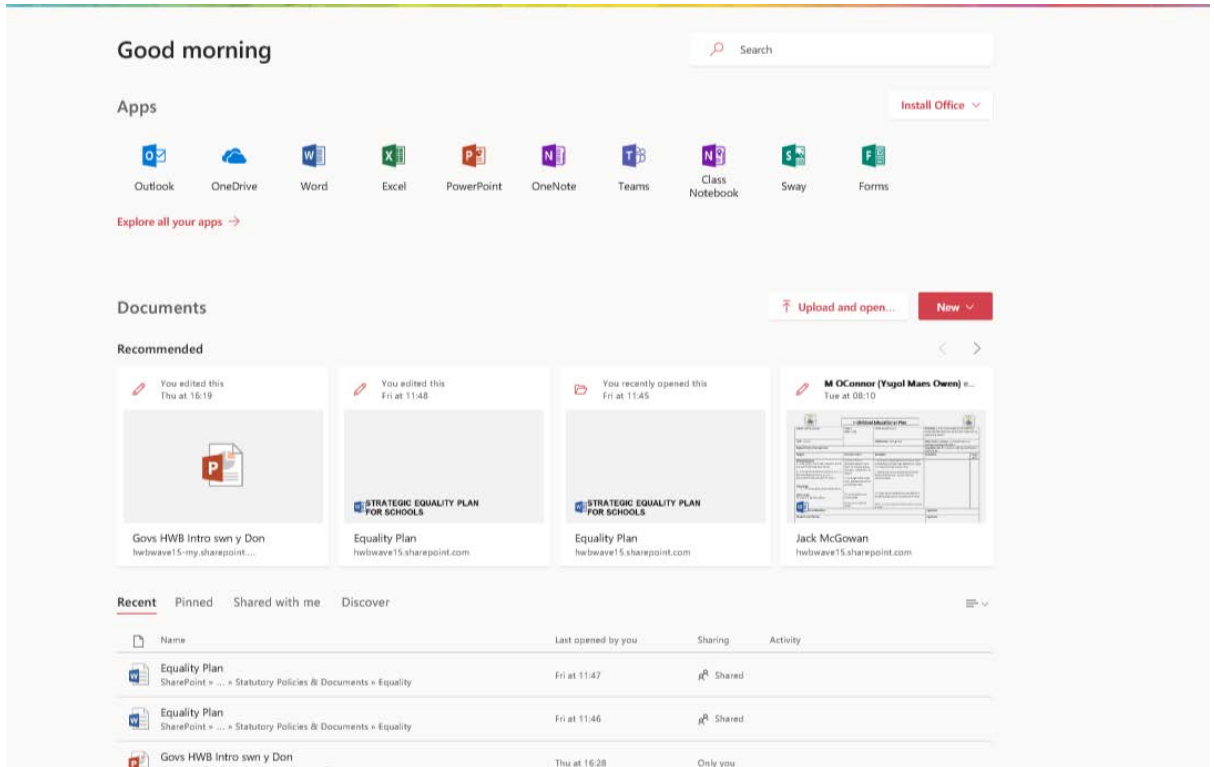


4. Enter your username in the following format : blogs12@hwbcymru.net and enter your password.
5. Once logged in, choose Hwb tools from the top right hand corner of the screen.

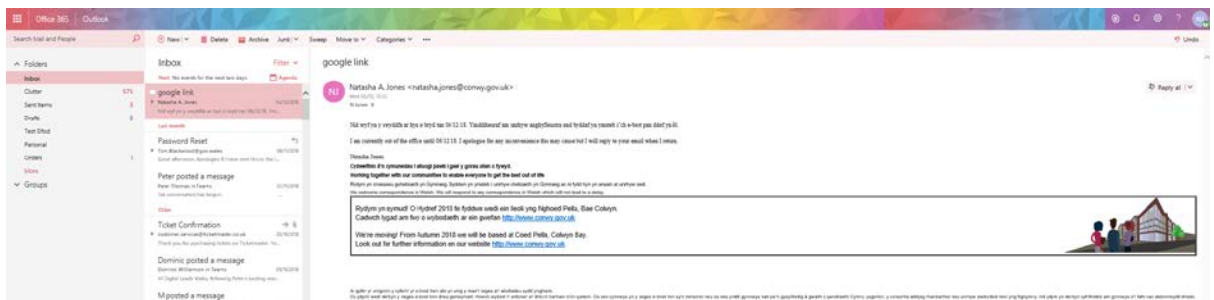


6. Choose to open Office 365

7. Choose to open Outlook



8. Once you have opened Outlook you will be directed to your inbox where you will be able to read, create and reply to emails.



Frequently Asked Questions

1. Can I check my e-mail / calendar on my mobile device?

Microsoft have released an app which integrates with Outlook. Search for 'Microsoft Outlook' in the relevant app store and log in with your username@hwbcymru.net and your Hwb password.

Alternatively, you can connect your mobile device to your Hwb Office 365 account and use the native mail or calendar apps. The exact steps may vary depending on your device. In general, go to Settings and add a new mail account, select 'Exchange' from the list of account types and use 'username@hwbcymru.net' as the account username.

Please check with your school before you install Hwb e-mail on a personal device to ensure that you are not in breach of school policy and that you have any necessary security features installed.

2. Can I create contact lists to e-mail groups of staff or learners?

We suggest that you use [Groups](#) or [Teams](#) to e-mail groups of colleagues or learners. As well as a conversation tool, these applications also provide you with a shared drive, calendar and notebook. We'd recommend using Groups for staff collaboration and Teams for teacher and pupil collaboration.

Alternatively, you can create contact lists which will allow you to e-mail groups of users.

To create a list:

- Select the 'People' application in Office 365
- Click the downwards arrow next to the '+New' icon at the top of the screen
- Choose 'Contact List'
- Give your contact list a name
- Type the usernames of the users you would like to add to the list, one by one, under 'Add members'
- Once you have added all of your contacts, click 'Save'.

You can then send an e-mail to this group by typing the name of the contact list in the 'To:' field of a new e-mail.

3. Can I link my account to a desktop version of Outlook?

You can add your account to your desktop copy of Outlook.

In Outlook choose File and Add Account. Add your details, making sure to use *username@hwbcymru.net* as your e-mail address.

4. How do I find the e-mail addresses of other people in my school?

You can find the e-mail addresses of staff members in your school by searching in the 'People' application in Office 365.